

Stetson SSC – How to schedule an Appointment with your Supervisor

Start by logging into your **My.Stetson**, click on the **Resources Tab** and select **Stetson SSC**:

The screenshot shows the My.Stetson website interface. At the top, the user is logged in as Matthew Musser. The navigation bar includes links for EMAIL, DIRECTORY, HATTER ALERT, BLACKBOARD, BANNER, STETSON TODAY, and LOGOUT. The Resources tab is highlighted in green. Below the navigation bar, there are three main sections: Employee, Resources (highlighted), and Student Life. The Resources section contains several categories: Enterprise Systems, Self Service Menu(s), Search for Courses, duPont-Ball Library, and Tutorials. The Enterprise Systems category is expanded, showing a list of options: Banner, Argos, CourseLeaf, MentorIRB, Blackboard, Degree Audit, Stetson SSC (highlighted with a black arrow), and Ad Astra.

Next select **Get Assistance**:

The screenshot shows the Get Assistance button highlighted with a black arrow. Below the button, there are two sections: Quick Links and Upcoming Appointments. The Quick Links section contains a "Take me to..." dropdown menu with "School Information" selected. The Upcoming Appointments section displays the message "You have no upcoming appointments."

For type of appointment select **Other Student Services**, for type of meeting **Other Meeting with Specific Staff Member**, and for reason select **Other General Meeting - Staff**:

What type of appointment would you like to schedule?

Please select the type of meeting you would like
 ←

Please select the primary reason for your meeting

Next ▶

For location select **Staff Member's Office** and then select the Coordinator for Tutoring and SPI; **Musser, Matthew**, and click **Next**:

Please select a location for your meeting

Please select with whom you would like to meet
 ←
If you don't have a preference, just click Next.

◀ Back

Next ▶

Select from the days and times listed, clicking on a blue box will show the times, pick one and click **Next**:

Times From August 16 To August 20

Thu, Aug 16	Fri, Aug 17	Sat, Aug 18	Sun, Aug 19	Mon, Aug 20
Morning N/A	Close 1:45pm 2:00pm 2:15pm 2:30pm 2:45pm	Morning N/A	Morning N/A	Morning 16 Available
Afternoon N/A		Afternoon N/A	Afternoon N/A	Afternoon 19 Available

View the times you can see a staff member without an appointment. [View Drop-in Times](#)

◀ Back

Next ▶

*If for some reason none of the times listed work for you please email the Coordinator for Tutoring and SPI at mmusser@stetson.edu

Lastly, at the Confirmation screen fill in the text box with a brief summary about what the meeting is regarding and check that your number listed is correct if you would like a Text reminder the day of the appointment. **You must click Confirm Appointment to actually book the appointment.**

Your appointment has not been scheduled yet. Please review and click Confirm Appointment to complete.

Appointment Details

Who: Ima Sample with Matthew Musser

When: Friday, August 17
2:00pm - 2:30pm


Why: Other General Meeting - Staff

Where: Staff Member's Office

Additional Details

Meeting will be in my office 2nd floor of the duPont-Ball Library in the Hollis Family Student Success Center.

Is there anything specific you would like to discuss with Matthew ?

Comments for your staff... 

Send Me an Email




Send Me a Text



Please provide your mobile number

Phone Number 

 [Back](#)



[Confirm Appointment](#)